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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

March 17, 1942

Evaporated Milk Memorandum No. 1

To: SAMPLERS OF EVAPORATED MILK

From: Rob R. Slocum, Dairy and Poultry Branch

Subject: Instructions for the sampling of evaporated milk purchased by the Federal Surplus Commodities Corporation with special reference to Announcement FSC-499.

These instructions supersede all previous instructions issued governing the sampling of evaporated milk. Particular attention should be given to the following points in Announcement FSC-499, copies of which and Form FSC-1539B are attached.

1. Offers may be submitted for any quantity in multiples of not less than a minimum carload and are preferred in multiples of maximum carloads. On delivery no minus or plus tolerance will be permitted within the accepted quantity.
2. Under "Inspection" note that all evaporated milk offered shall be ready for sampling on the date indicated in the offer, which date shall be not later than the third Tuesday after the Tuesday for which the offer was submitted.
3. Under "Packaging and Marking" note that unless otherwise specifically authorized by the F.S.C.C., all evaporated milk delivered shall be packed 48 cans per case in types FSC A-2, A-4, A-6, B or C cases in accordance with the specifications described in Form FSC-1539B (attached), which will be acceptable to F.S.C.C., or unstrapped domestic cases (vendor's domestic-type case).

Note also markings which must be placed on all cases. All the cases in a lot, if not already suitably marked with a lot number, should be properly identified with a lot number before any samples are drawn. Also, note the type label which is required to be on each can.

4. Under "Delivery" note that the vendor must furnish the original and two copies of the inspection and weight certificate to the F.S.C.C. The inspection shall be completed and delivery tendered within 30 days after the date specified in the offer as the date on which the milk will be ready for sampling. Unless the milk is offered for sampling within 30 days from the date specified in the offer as the date on which it will be ready, samples should not be taken without specific, written authority from the F.S.C.C.

Note also the last two sentences in the paragraph under "Delivery", dealing with provisions under which shipment of the product sampled may be made prior to completion of the inspection at the vendor's responsibility.

The following procedure should be followed in sampling evaporated milk, shipping samples and in preparing the necessary sampling reports:

Upon arrival at point of sampling, immediate contact should be made with the contractor and request made of him for assistance in sampling the product and in identifying the product thus sampled.

Obtain a list of the lots to be sampled with date of manufacture and number of cases in each lot. (Number of cases shipped or to be delivered from any lot cannot exceed the number of cases listed for that lot on the sampling report; therefore, only complete lots should be sampled.)

Select from each lot the cases from which a sample will be drawn. These cases should be of your own choosing and should not be selected for you by the contractor. You should draw at least one sample can from each separate lot and in no case less than four cans from each carload.

milk

Take a can of evaporated milk from each case selected for sampling. Identify each sample can thus selected with the lot number assigned to that particular lot and a serial number, this same identity to be shown on the sampler's report.

After completing the sampling, the sampler will make out properly the sampling form provided for this purpose and securely pack the sample cans drawn for shipment by express prepaid to the laboratory, where the examination will be made. The cost of the express is to be paid by the contractor. The sampler should make the shipment of the samples himself or should properly seal the containers in which they are shipped so that there can be no substitution.

If it is necessary to hold samples from one day to another in the plant of the contractor, they should be placed in a container such as a small fibre-board box or case and sealed in such a manner as to make sure that they are not tampered with.

The sampling report should be completed with an original and five carbon copies and disposed of as follows:

- (a) Original and one carbon copy to be sent to the laboratory to which the samples are forwarded for examination. These copies may be enclosed with the samples that are shipped to the laboratory.
- (b) One copy to the contractor.
- (c) Two copies to Mr. Roy C. Potts, U. S. Department of Agriculture, Room 2917 South Building, Washington, D. C.
- (d) One copy to be retained by the sampler.
- (e) One copy to Mr. Edward Small, Room 1102, New Post Office Building, Chicago, Illinois.

(f) One copy to Mr. Frank E. Blood, Agricultural Marketing Administration, 500 S. Wabash, Chicago, Illinois, unless samples are taken in California, Oregon, Washington, Montana, Idaho, Wyoming, Utah, Colorado, Arizona, New Mexico or Nevada. If taken in one of the above States, a copy should be sent to Mr. Merritt A. Clevenger, Agricultural Marketing Administration, Room 657, 821 Market Street, San Francisco, California.

The sampling report should cover each and every lot of evaporated milk from which the contractor desires to make delivery to the F.S.C.C. All sampling reports must show the sampling fee in terms of hours. This should show the actual amount of time involved in sampling the evaporated milk, including travel time when necessary. Fractions of hours should be shown in quarter hours or multiples thereof. All expenses should also be shown on every sampling report.

Certificates covering all lots sampled will be issued by the office where the samples are analyzed.

Rob D. Shourm

